

## **Fiscal Year 2002 Old Year Warrant Cancellation Form Instructions**

**Note: AASIS allows splitting of warrants among funds within a business area. The attached form allows for up to four different funds. If additional fund line items are needed, attach additional forms. The total of the fund line items must equal the total of the warrant.**

- 1) The Document Date will be the current date.
- 2) The Reference Document will be the business area.
- 3) The Short Text will state "OY Warrant Cancel"
- 4) The debit line item will be:
  - Debit 1100001000 cleared cash for each fund
  - Amount of warrant
  - AASIS Fund
  - Text is the AASIS warrant number
- 5) The credit line will be:
  - Credit to the general ledger code for 6990002000 old year warrant cancellations
  - Amount of warrant
  - Business Area of warrant
  - AASIS Fund
  - AASIS cost center
  - WBS element (if required)
  - Internal Order (if required)
- 6) Please provide a contact person, phone number (including area code)/ Email address on the form.

**If the old year warrant cancellation is for a reclaimable General Revenue supported fund, the Office of Accounting will reclaim the money at the end of the month. A copy of the reclaiming fund transfer will be sent to all parties involved in the original cancellation.**

Essentially, this transfer will credit cleared cash and debit old year warrant cancellations for the warrant fund and debit cleared cash and credit old year warrant cancellations for the reclaiming fund and use the warrant number in the text line item field.